

BASIC USER GUIDE

EMSTAT 2

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Basic Status Reporting and Compliance in EMSTAT 2

An Overview of the Dashboard

This lesson will describe the overall organization of the facility dashboard in the new EMSTAT. It will also highlight a simple update to go from non-compliant to compliant.

The Major Components

The screenshot shows the EMSTAT 2 facility dashboard. At the top, a navigation bar includes a user profile (Welcome Edward Jordan), a home icon, and links for Home, Refresh, Contact, Help, and Logout. Below the navigation bar is a header with the EMSTAT logo and tabs for Dashboard and Patient. A message box (1) states: "There is no current active event. Please continue normal reporting requirements". Below this is a filter section with dropdowns for Facility Type (Hospital), Region (Region 9), and Facility Name (Washington St. Tammany Reg. Med Ctr), with a Go button. The main content area is divided into two columns. The left column (2) contains a "Statuses" section with a table of generator statuses: Operating Status (Normal Operations), Evacuation Status (Normal Operation), Power Status (Normal Operations), and Fuel Status (Fuel Adequate). The right column (3) contains a "Census" section with a "Utility Status" section. Both sections show last update times and "No Change" or "Change" buttons. At the bottom, there are three "Quick links" sections: "Bedtype Mapping" (5), "Manage Generators" (6), and "Utility Providers" (7). Each section shows a last update time and a "Manage" button. Red callout numbers 1 through 7 are placed over the message box, the Statuses section, the Census section, the Utility Status section, the Bedtype Mapping section, the Manage Generators section, and the Utility Providers section respectively.

The main dashboard that is displayed when opening EMSTAT 2 consists of 7 major sections:

1. The first section at the top of the page is the compliance messaging section. This will always display the facility's current compliance status. We will show this in more detail later. If the facility needs to report during an incident, this section will be color-coded according to their compliance with the current reporting period. If they need to report, it will highlight the sections required in red. If the facility has satisfied the reporting requirement, it will highlight those sections in green. During times when there is no active event or required reporting, the sections are highlighted in black.
2. The second section contains the major status areas such as Operating Status, Evacuation Status, Power Status, and Fuel Status for generators.
3. The third section is for census reporting.
4. Section 4 is for non-power utilities such as water and communications.

Generally, one or more of these four sections would need to be updated during a declared emergency. The rest of the sections are for maintenance of data items.

5. Section 5 for hospitals allows the management of bed types. For Nursing Homes and ARCPs, this section allows the management of evacuation and transportation contracts.
6. Section 6 is for management of generator and fuel tank information.
7. Section 7 is for management of the facility's utility accounts.

Compliance Messaging

The screenshot shows the EMSTAT dashboard for a user named Edward Jordan. At the top, a yellow banner contains a red envelope icon and the message: "Your facility is NOT compliant for the current reporting period. Review the dashboard and provide the requested information". Below this, it lists missing reporting items: Status Update, Census, and Utility Status. It also shows the reporting period: From 6/8/2013 at 11:50:00 AM To 6/8/2013 at 2:00:00 PM. A red arrow points to this banner with the text "Note the compliance message". Below the banner, there are filters for Facility Type (Hospital), Region (Region 9), and Facility Name (Washington St. Tammany Reg. Med Ctr). A red box highlights the "Statuses" section, which includes Operating Status, Evacuation Status (Normal Operation), Power Status (Normal Operations), and Fuel Status (Fuel Adequate). A red arrow points to this box with the text "The required sections are outlined in red". The "Utility Status" section is also highlighted with a red box and a red arrow. It shows a last update at 6/4/2013 at 5:25:52 PM. The bottom of the dashboard shows a last update at 6/4/2013 at 5:25:46 PM.


Upon login, EMSTAT will check to see if the facility has any reporting requirements and if the facility is currently compliant. In this example, the hospital has to report on all status items in the time indicated. The top section of the page displays the message that "Your facility is NOT compliant for the current reporting period." The application also underlines all required sections in red.

Links to Required Sections

This close-up shows the yellow compliance banner. A red circle with the number 1 points to the links for missing reporting items: Status Update, Census, and Utility Status. A red circle with the number 2 points to the reporting period: From 6/8/2013 at 11:50:00 AM To 6/8/2013 at 2:00:00 PM.

Under the compliance message, the application will display links to those sections that need to be updated. It will also display the parameters of the current reporting period. Number 1 shows the links to the missing items. You can click on these links to go right to the section indicated. Number 2 shows the "from" and "to" date and time of the current reporting period.


Options in the Status Display


 **Your facility is NOT compliant for the current reporting period. Review the dashboard and provide**





Missing reporting items: [Status Update](#) [Census](#) [Utility Status](#)


Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM

Facility Type Region Facility Name

 This section has not been updated for the current reporting period.

 This section is compliant for the current reporting period.

<input type="checkbox"/> Statuses	
 Operating Status	Normal Operations
 Evacuation Status	Normal Operation
 Power Status	Normal Operations
 Fuel Status	Fuel Adequate

 **Last Update at 6/4/2013 at 5:25:46 PM**

In order to comply with the reporting requirement, this facility has to update to the 4 core statuses, its census and its non-power utilities. This screenshot shows the core status section. Notice the following:

1. The last status is displayed next to each item
2. The date and time of the last update is displayed
3. You can select "No Change" or "Change". Clicking "No Change" puts the current date and time on the statuses displayed. Use this if there has been no change from the last reporting period.
4. Clicking "Change" will open this section up for editing as shown on the next screen.

Updating the Status Items

Facility Type : Hospital

Region : Region 9

Facility Name : Washington St. Tammany Reg. Med Ctr

Manage Status Types

Last Update at 6/4/2013 at 5:25:46 PM

History Help No Changes Save Changes Back

Operating Status : Normal Operations

☒ Normal Operations

☐ Limited Operations

☐ ED Only

☐ ED + Inpatient

☐ ED + Inpatient + Emergency Surgery

☐ Closed Operations

Power Status : Normal Operations

☒ Normal Operations

☐ Generator Status

Generator name

Status

Cummins DQ FAD

☐ On ☒ Off

Katolight#D400FRX4

☐ On ☒ Off

Evacuation Status : Normal Operation

☒ Normal Operation

☐ Return to Facility

Fuel Status : Fuel Adequate

☒ Fuel Adequate

☐ Fuel Re-fueled

☐ Fuel Critically low - no supply

☐ Fuel Critically low - contacted supplier

☐ Fuel Out


Comments

Normal operations

For this example, we will click "Change" and go to the details where we can update each item.

1. On this screen you select the appropriate statuses for each item. You will note that some selection options will change depending upon what you select in certain areas. In this example, all is normal.
2. There is a box for Comments. Note that the first time you enter data into EMSTAT, you will have to provide a comment. This is only required once, but remains an option to convey more detailed information later.
3. Once you have made your changes, click the "Save Changes" button to return to the dashboard.


Change in the Dashboard


 **Your facility is NOT compliant for the current reporting period. Review the dashboard and provide**

Missing reporting items: [Census](#) [Utility Status](#)





Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM


Facility Type Hospital Region Region 9 Facility Name Washing

 This section has not been updated for the current reporting period.

 This section is compliant for the current reporting period.

☐ **Statuses**

 Operating Status	Normal Operations
 Evacuation Status	Normal Operation
 Power Status	Normal Operations
 Fuel Status	Fuel Adequate

 Last Update at 6/8/2013 at 12:07:38 PM

No Change Change

As you provide updates, you will notice several things:

1. The item will fall off of the "Missing Reported Items" list
2. The underline for the section will turn from Red to Green.
3. You will have a green checkmark next to the date/time stamp.

In order to become compliant, update the statuses for Census and Utilities.

A Compliant Dashboard

Your facility is compliant for the current reporting period
Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM

Facility Type: Hospital Region: Region 9 Facility Name: Washington St. Tammany Reg. Med Ctr Go

Statuses

Operating Status	Normal Operations
Evacuation Status	Normal Operation
Power Status	Normal Operations
Fuel Status	Fuel Adequate

Last Update at 6/8/2013 at 12:07:38 PM No Change Change

Census

Last Update at 6/8/2013 at 12:10:12 PM No Change Change

Utility Status

Last Update at 6/8/2013 at 12:10:19 PM No Change Change

Once all of the items have been updated, you will notice:

1. The compliance message has changed in both content and color
2. The bottom border for each section has turned from Red to Green, and green checkmarks are displayed next to the date and time.

Once this is done, your reporting requirements are complete!

Updating Your Status

The previous lesson gave an overview of the single facility dashboard and illustrated basic status reporting. This lesson will outline the different options you have for updating your status.

Update Options

EMSTAT Dashboard Patient

Your facility is NOT compliant for the current reporting period. Review the dashboard and provide the requested information

Missing reporting items: [Status Update](#) [Census](#) [Utility Status](#)

Reporting Periods: From : 6/8/2013 at 11:50:00 AM To : 6/8/2013 at 2:00:00 PM

Facility Type : Hospital Region : Region 2 Facility Name : The NeuroMedical Center Surgical Hospital

Statuses

☐ **Operating Status** Normal Operations

☐ **Evacuation Status** Normal Operation

☐ **Power Status** Normal Operations

☐ **Fuel Status** Fuel Adequate

Last Update at 6/4/2013 at 2:14:31 PM

Census

Last Update at 6/4/2013 at 2:01:13 PM

Utility Status

Last Update at 6/4/2013 at 2:00:26 PM

Buttons: No Change to All, No Change to Selected, No Change, Change

As we described earlier, if a facility is not compliant, there are several routes to take to achieve compliance.

First, let's look at the options you have if your statuses are unchanged from the last reporting period:

1. If all statuses are unchanged since the last report, you can click the "No Change to All" button.
2. If some statuses are the same but one is different (census for example), you can click the checkbox next to those that are unchanged and click the "No Change to Selected" button.
3. You can click the "No Change" button in each section

In every case, you can click the "Change" button in each section to make updates.

Maintaining Core Data

Core Data Management

The screenshot shows the 'Manage Generators' interface. At the top, it displays 'Facility Type : Hospital' and 'Region : Region 2'. A red box with an arrow points to the 'Add New Generator' and 'ManageFuelTanks' buttons, containing the text: 'You can add new generators and manage fuel tanks with these buttons.' Below this, a table titled 'Available Generators:' lists 'Caterpillar 500 w/f EKW 521 w/o F EKW' and 'Kohler 750RE02M'. A red arrow points from this table to another red box containing the text: 'Current generator information in the old EMSTAT is migrated over.' The interface also includes a 'Help' button and a 'Back' button.

The bottom of the main screen contains the sections that allow you to manage "fixed items" such as bed types for hospitals, generator and fuel tank information, and utility account information. This first section looks at generators and fuel tanks.

Editing a Generator

The screenshot shows the 'Edit Generator' interface. On the left, a table titled 'Available Generators:' lists 'Caterpillar 500 w/f EKW 521 w/o F EKW' and 'Kohler 750RE02M'. A red box labeled 'Generator details' has an arrow pointing to the 'Caterpillar 500 w/f EKW 521 w/o F EKW' entry. The main form area displays the details for the selected generator. A red box labeled 'Fuel tanks' has an arrow pointing to the 'Fuel Tanks' section, which includes a checkbox for 'under generator' and a dropdown menu for 'Fuel Type'. A red box labeled 'Services' has an arrow pointing to the 'Services' section, which includes checkboxes for 'Life safety branch', 'General lighting', 'General power', 'Pharmacy', 'Information Technology', 'Full HVAC', 'Partial HVAC', 'Food refrigeration/kitchen', 'Laboratory', 'Imaging/Radiology', 'Elevators', 'Morgue Coolers', and 'Entire facility: Includes HVAC'. The form also includes 'Save', 'Revert', and 'Delete' buttons. At the top right, there are buttons for 'Help', 'Add New Generator', 'ManageFuelTanks', and 'Back'.

To open a generator for editing, simply click on it in the list, and the application will display the details.

Each generator should be completely defined, assigned to a fuel tank, and show what services are powered by that generator. If any components are missing you will get a message from the application when you try to turn the generator on as shown next.

Generator Errors

Manage Generators [Help](#)

Available Generators:

- Caterpillar 500 w/f EKW 521 w/o F EKW
- Kohler 750RE02M

Generator Name:

Operational: ☒

Kilowatts:

Burn Rate:

Voltage:

Fuel Tanks: ☐ under generator

Services: ☐ Life safety branch
☐ General lighting
☐ General power
☐ Pharmacy
☐ Information Technology

Model:

Display Order:

Phase:

Burn Rate Unit:

Fuel Type:

☐ under generator
☐ Full HVAC
☒ Partial HVAC
☐ Food refrigeration/kitc
☐ Laboratory

You must complete all sections to save a generator.

At least one fuel tank should be associated to generator when generator is on

In this example, the facility is attempting to add a generator without specifying a fuel tank. If we imported your data from EMSTAT and that data was incomplete, you will get an error on the Status page that you must correct.

Utility Account Information

Utility Provider [Help](#)

+ Add new record

Utility Provider Name	Account#	Type	Action
Entergy Louisiana	<input type="text" value=""/>	Electricity	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Provide your account number

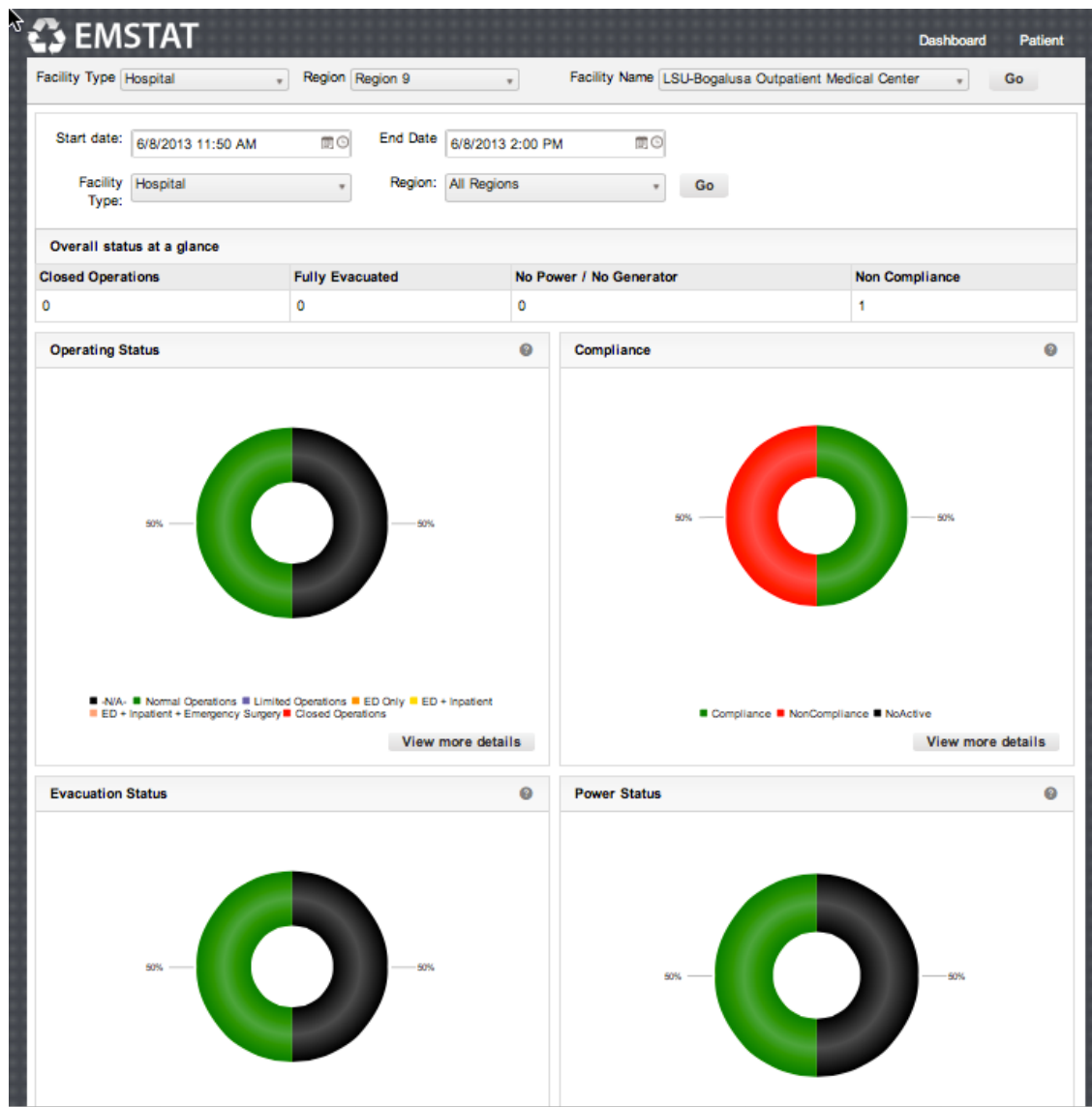
Back

Every facility should provide the core utility account information in this section. This allows ESF 8 to provide this data to the utility companies during outages so that your facility can prioritized for restoration. The larger electrical utilities request this information at the start of every hurricane season.

Multiple Facility Dashboards

This lesson describes the dashboard that is displayed for persons associated with multiple facilities.

Multiple Facility Dashboard



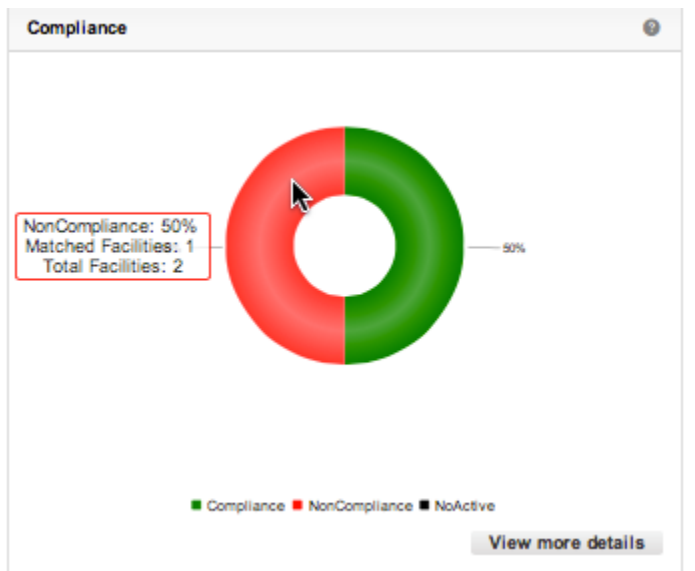
Persons associated with more than one facility are presented with a different dashboard. The intent is to display aggregate data in key areas for the facilities under their responsibility. DRCs for example are shown data for the facilities in their region. Multi-campus organizations can see aggregate data for all of their facilities. Each graphic can be used to drill down into details. This example shows a display for a person associated with a multi-campus system.

The dashboard displays 4 graphs:

1. Operating Status
2. Compliance Status
3. Evacuation Status
4. Power Status

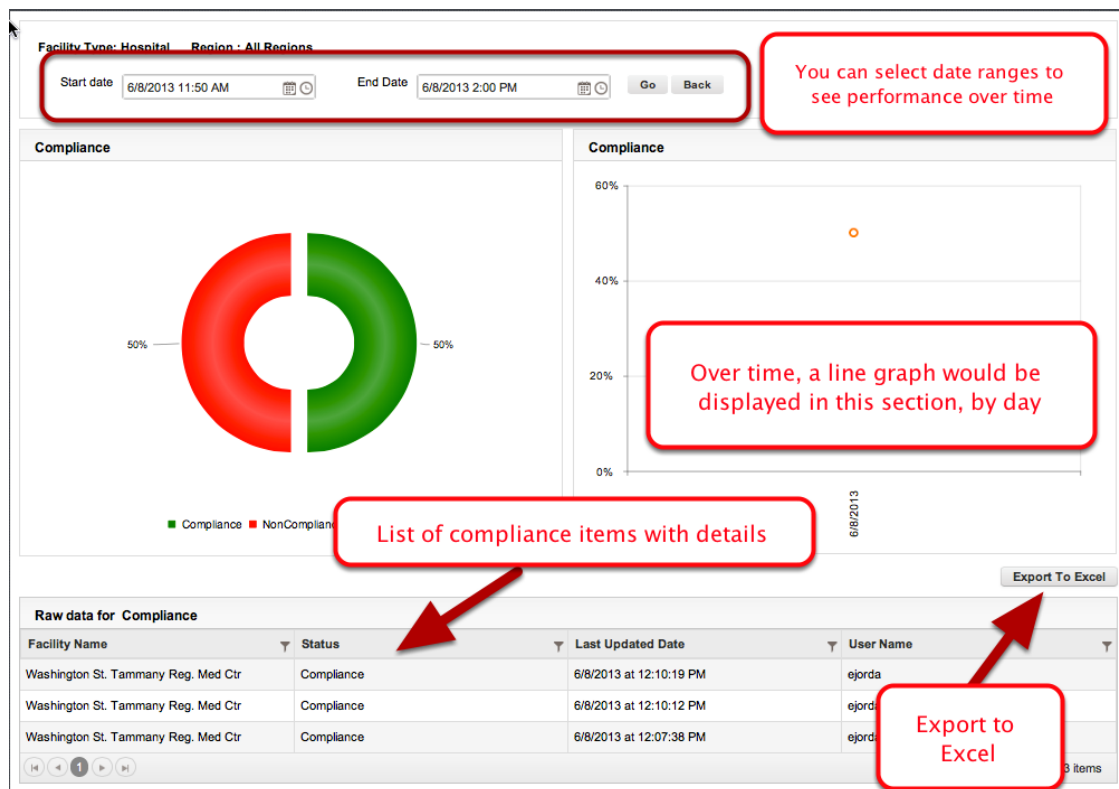
In this example, the person is associated to two facilities.

Displaying Details



In the compliance graphic, the user can hover over the red section to see the count of facilities that are non-compliant.

Drilling Down to the Details



In order to see the details, the user can click on the section of the graph that is of interest, or they can click the "View more details" button. Clicking on the green section of the donut graph yields this detail screen.

Navigating to One Facility

The screenshot shows the EMSTAT dashboard. At the top, there are navigation tabs for Dashboard and Patient. Below these are filters for Facility Type (Hospital), Region (Region 9), and Facility Name (LSU-Bogalusa Outpatient Medical Center). A red box highlights the Facility Name dropdown menu with the text: "You can select date ranges to see performance over time".

Below the filters are date range selectors for Start date (6/8/2013 11:50 AM) and End Date (6/8/2013 2:00 PM), with Go and Back buttons. A red box points to the "Go" button with the text: "Export to Excel".

At the bottom, there is a section titled "Overall status at a glance".

On the dashboard page, the user can use the drop-down lists at the top of the page to navigate to individual facilities to enter updates if needed. The facility types, regions and facilities are restricted to those facilities to which the user is associated. Select the facility and click the "Go" button.

Getting Help

A facility has the following options for getting assistance with EMSTAT or any application in the ESF 8 Portal:

1. Contact your DRC. In many cases, the DRC can with help basic problems and data entry.
2. Email Henry Yennie (henry.yennie@la.gov) or Malcolm Tietje (Malcolm.tietje@la.gov)
3. Contact the LERN Communications Center at 1-866-320-8293. Like DRCs, LERN can often help with basic problems.
4. During declared disasters, you can also contact the GOHSEP EOC and/or the ESF 8 Data Cell. Numbers to these resources will be published at the beginning of every event.